

Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: Virginia Department of Agriculture and Consumer Services (301)	4. Point of Contact: Sandy Maloney
2. Database Title: Complaint Manager	5. Phone Number: (804) 786-2477
3. Database Acronym:	6. Signature & Date: <i>Sandy Maloney</i> 4/2/02

7. Database Description and Contents:

(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)

This is a database of consumer complaints received by the Office of Product and Industry Standards. This database includes all types of complaints, i.e.: gasoline quality and quantity issues, scanner complaints, weight issues, etc. The office uses this database to communicate complaints to regional offices, and to track complaints to insure resolution.

Note: *Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.*

8. Date of Last Update:	9. Frequency of Update: ___ Daily, ___ Weekly, ___ Monthly, Other: Updated as new information is received
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	
a. <u>Format</u> Electronic Hard Copy	b. <u>Cost</u> Electronic: \$25.00 per request Hard Copy: \$50.00 per request

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000 (Attn: Mary Clark). (January 2000).